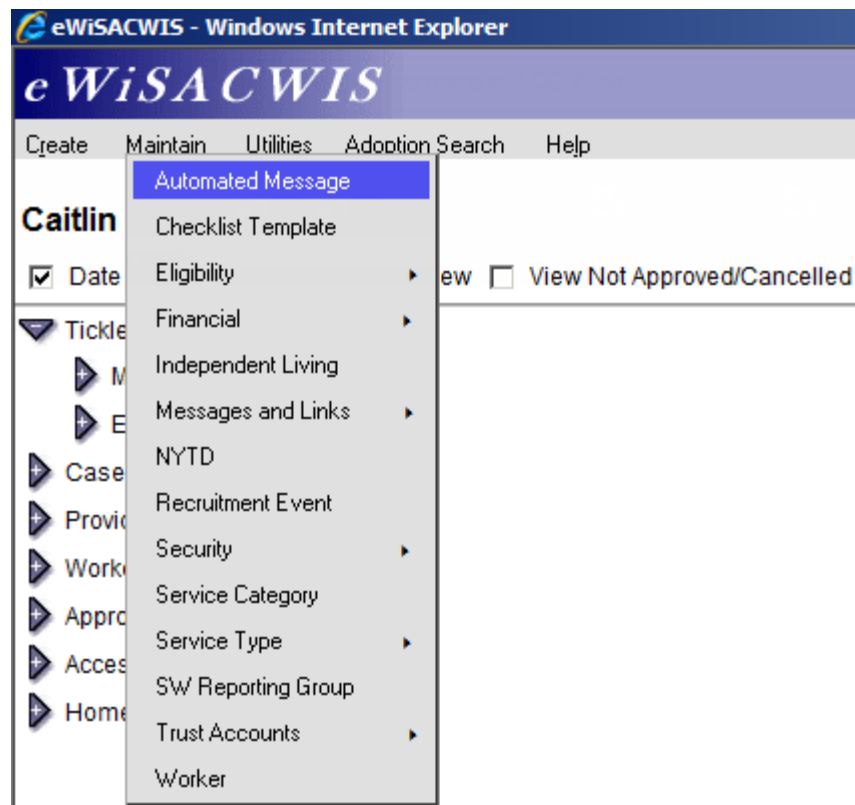


## Automated Message Distribution

**Note:** In order to modify the distribution for automated messages, special security is needed.

The Maintain Automated Messages functionality provides a way to modify the e-mail distribution for a select group of e-mail messages. Workers with the appropriate security can use this functionality to view and/or update the distribution for an e-mail message.

1. Click on the Maintain menu and select the Automated Message item. This will open the Maintain Automated Message page.



- The Maintain Automated Message page lists all current messages generated in eWiSACWIS that are available for modification. Click the [Edit Distribution](#) hyperlink for the specific e-mail message to modify the distribution for. This will open the Automated Message Distribution page.

Automated Message	Distribution List
<a href="#">Assessment found for Provider (Provider ID)</a>	<a href="#">Edit Distribution</a>
<a href="#">Change in Rate on Interim Care Placement</a>	<a href="#">Edit Distribution</a>
<a href="#">Check Disposition</a>	<a href="#">Edit Distribution</a>
<a href="#">Child's assessed level of need exceeds provider's level of care</a>	<a href="#">Edit Distribution</a>
<a href="#">Emergency CPS Report Alert</a>	<a href="#">Edit Distribution</a>
<a href="#">Foster Care Rate Ended</a>	<a href="#">Edit Distribution</a>
<a href="#">Foster Care Rate Ended - (Future End-Dated FCR)</a>	<a href="#">Edit Distribution</a>
<a href="#">IL DCF Scholarship</a>	<a href="#">Edit Distribution</a>
<a href="#">IL Room and Board - Missing Total</a>	<a href="#">Edit Distribution</a>
<a href="#">IL Room and Board - Verify Total</a>	<a href="#">Edit Distribution</a>
<a href="#">IL Service - Open for a Year</a>	<a href="#">Edit Distribution</a>
<a href="#">IL Service Ended - Youth Turned 18</a>	<a href="#">Edit Distribution</a>
<a href="#">IL Service Ended - Youth Turned 21</a>	<a href="#">Edit Distribution</a>
<a href="#">Imaging</a>	<a href="#">Edit Distribution</a>
<a href="#">Independent Investigation</a>	<a href="#">Edit Distribution</a>
<a href="#">Independent Living Service Ended - Youth Turned 23</a>	<a href="#">Edit Distribution</a>
<a href="#">Missing Foster Care Rate</a>	<a href="#">Edit Distribution</a>
<a href="#">New Placement</a>	<a href="#">Edit Distribution</a>
<a href="#">Newly Approved CANS</a>	<a href="#">Edit Distribution</a>
<a href="#">Newly Approved Foster Care Rate</a>	<a href="#">Edit Distribution</a>
<a href="#">Open Case - Screen In</a>	<a href="#">Edit Distribution</a>
<a href="#">Open Case - Screen Out</a>	<a href="#">Edit Distribution</a>
<a href="#">Out of Home Placement Created</a>	<a href="#">Edit Distribution</a>
<a href="#">Outstanding CANS Tickler</a>	<a href="#">Edit Distribution</a>
<a href="#">Parent Agency Update</a>	<a href="#">Edit Distribution</a>
<a href="#">Payment/Overpayment Will Not Be Created</a>	<a href="#">Edit Distribution</a>
<a href="#">Placement Correction</a>	<a href="#">Edit Distribution</a>
<a href="#">Placement Ending</a>	<a href="#">Edit Distribution</a>
<a href="#">Private Provider License Closed</a>	<a href="#">Edit Distribution</a>
<a href="#">Private Provider License Issued</a>	<a href="#">Edit Distribution</a>
<a href="#">Private Provider License Placed on Hold</a>	<a href="#">Edit Distribution</a>
<a href="#">Private Provider License Reactivated</a>	<a href="#">Edit Distribution</a>
<a href="#">Private Provider Name Change</a>	<a href="#">Edit Distribution</a>
<a href="#">Provider - Access Report</a>	<a href="#">Edit Distribution</a>
<a href="#">Provider License Placed on Hold</a>	<a href="#">Edit Distribution</a>
<a href="#">Provider License Reactivated</a>	<a href="#">Edit Distribution</a>
<a href="#">SG Funding Determination Change</a>	<a href="#">Edit Distribution</a>
<a href="#">SG Funding Determination Created</a>	<a href="#">Edit Distribution</a>
<a href="#">SG Funding Determination Referred</a>	<a href="#">Edit Distribution</a>
<a href="#">Service Ending</a>	<a href="#">Edit Distribution</a>

3. The Automated Message Distribution page allows you to update the distribution method of e-mails for your county. The Automated Message Description displays information about the e-mail.

**Automated Message Distribution -- Webpage Dialog**

**Select County**

Select County:

**Automated Message Description**

**Assessment found for Provider (Provider ID):** This message is created when an assessment created from a linked CPS report involving a licensed provider is created and saved in the system and has a maltreatment determination selected other than 'pending'.

**Distribution**

NOTE: If multiple distribution types are selected and a county worker fits into more than one of these types, the worker will not receive the same message more than once.

All Assigned Workers	<a href="#">Delete</a>
Supervisor of Primary Assigned Worker	<a href="#">Delete</a>

[Insert](#)

**Distribution Types**

All Assigned Workers – The automated message will go to all active workers with a current open assignment to the case/provider regardless of role (i.e. primary, secondary, supervisor, admin) or job class.

Job Class with Assignment – The automated message will go to workers in the county with the job class(es) selected and listed on the page. For this option, only workers who also have an active assignment to the case/provider and have an active WAMS account will receive the message.

Job Class with or without Assignment – The automated message will go to workers in the county with the job class(es) selected and listed on the page. For this option, workers do not have to have an assignment to the case to receive the message but do need to be an active worker and have an active WAMS account.

Primary Assigned Worker – The automated message will go to the worker in the county with an open primary assignment to the case/provider and has an active WAMS account.

Supervisor of Primary Assigned Worker – The automated message will go to the supervisor of the assigned case/provider worker. Supervisor must be an active worker with an active WAMS account.

**Additional Person(s)**

4. Distribution indicates the type of workers that should receive an e-mail message. Distribution methods can be by job class, assignment, or individual worker. For messages that cannot be distributed to workers by type, a message will display, indicating that the distribution needs to be defined through the Additional Person(s) group box. Otherwise, multiple distribution types can be created for an e-mail message by inserting new rows on the page as needed. Subsequently distribution types can be deleted from this page. Clicking the Distribution Types expando will display information about each distribution type.

5. Click Insert to add a new distribution type.

**Note:** Some e-mail messages do not allow for a distribution list and only allow individual workers to be associated. Please skip to step 11 below.

- Click the drop-down to select the distribution type to add to the e-mail message.

**Note:** Distribution types that are associated with job class will automatically activate the Select hyperlink on the page when selected which workers can click to allow for distribution set up by job class. Click the Select hyperlink. This will open the Automated Message Job Class page.

**Automated Message Distribution -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Select County**  
Select County:

**Automated Message Description**  
**Assessment found for Provider (Provider ID):** This message is created when an assessment created from a linked CPS report involving a licensed provider is created and saved in the system and has a maltreatment determination selected other than 'pending'.

**Distribution**  
NOTE: If multiple distribution types are selected and a county worker fits into more than one of these types, the worker will not receive the same message more than once.

<input type="text" value="All Assigned Workers"/>	<a href="#">Delete</a>
<input type="text" value="Supervisor of Primary Assigned Worker"/>	<a href="#">Delete</a>
<input type="text" value="Job Class with Assignment"/>	<a href="#">Select</a> <a href="#">Delete</a>

[Insert](#)

**Distribution Types**

All Assigned Workers – The automated message will go to all active workers with a current open assignment to the case/provider regardless of role (i.e. primary, secondary, supervisor, admin) or job class.

Job Class with Assignment – The automated message will go to workers in the county with the job class(es) selected and listed on the page. For this option, only workers who also have an active assignment to the case/provider and have an active WAMS account will receive the message.

Job Class with or without Assignment – The automated message will go to workers in the county with the job class(es) selected and listed on the page. For this option, workers do not have to have an assignment to the case to receive the message but do need to be an active worker and have an active WAMS account.

Primary Assigned Worker – The automated message will go to the worker in the county with an open primary assignment to the case/provider and has an active WAMS account.

Supervisor of Primary Assigned Worker – The automated message will go to the supervisor of the assigned case/provider worker. Supervisor must be an active worker with an active WAMS account.

On the Automated Message Job Class page, check the checkbox for each job class to be added to the e-mail message distribution. Any worker with the selected job class or job classes will receive the e-mail message. Click Continue.

**Automated Message Job Class -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Job Class**

Check All That Apply

<input type="checkbox"/>	Account Clerk HSRS
<input type="checkbox"/>	Account Clerk HSRS/Payroll
<input type="checkbox"/>	Admin Assistant FC Payroll
<input type="checkbox"/>	Child Support
<input type="checkbox"/>	Child and Family Svcs Supv
<input type="checkbox"/>	Deputy Director Program lead
<input type="checkbox"/>	Director - Agency Lead
<input type="checkbox"/>	Econ. Support Spec. Kinship
<input type="checkbox"/>	Financial Manager
<input type="checkbox"/>	Independent Living Coordinator
<input type="checkbox"/>	Intake Specialist
<input type="checkbox"/>	SVM CPS Investigator
<input type="checkbox"/>	SVM Juvenile Worker

**Continue**

The selected job class or job classes now display with the new distribution type.

**Note:** Distribution types for e-mail message can also be removed by selecting the Delete hyperlink for the specific distribution type.

**Automated Message Distribution -- Webpage Dialog**

**Select County**  
Select County:

**Automated Message Description**  
**Assessment found for Provider (Provider ID):** This message is created when an assessment created from a linked CPS report involving a licensed provider is created and saved in the system and has a maltreatment determination selected other than 'pending'.

**Distribution**  
NOTE: If multiple distribution types are selected and a county worker fits into more than one of these types, the worker will not receive the same message more than once.

Distribution Type	Action
<input type="text" value="All Assigned Workers"/>	<a href="#">Delete</a>
<input type="text" value="Job Class with Assignment"/> Director - Agency Lead, SWI CPS Investigator, SWI Juvenile Worker, SWII CPS Ongoing, SWII FC Coordinator, SWII Juvenile Worker, SWIII CPS Investigator	<a href="#">Select</a> <a href="#">Delete</a>
<input type="text" value="Supervisor of Primary Assigned Worker"/>	<a href="#">Delete</a>

**Additional Person(s)**

**Workers**

Worker Name	Job Class	County
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7. In addition to the pre-defined distribution types, the e-mail message distribution can also be set-up to include individual workers, regardless of job class or assignment to a case/provider. Scroll down to the Additional Person(s) group box.
8. Click Insert to search out and add specific individual workers. This will open the Worker Search page.

9. Enter the name of the worker needed and click Search.

10. Select the radio button for the worker needed and click Continue.

Worker Search -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**Search Criteria**

Last Name:  First Name:  Worker ID:

Employee ID:  County:  Site #:

Search Precision:  Low Med High Sort By:  **Search**

Record 1 to 5 of 5

**Workers Returned**

- ☐ Green, David (9224402) Active  
State Adoptions Specialist [MorsbD@dhfs.state.wi.us](mailto:MorsbD@dhfs.state.wi.us) State Central Office , State STATE-DHFS-DCFS-BPP Conn C. Corn  
Cases:4, Providers:4
- ☐ Green, Supervisor (9221128) Active  
CYF Supervisor [jeff.hodges@wi.gov](mailto:jeff.hodges@wi.gov) Green - Monroe , Green COUNTY Caitlin M. Cake  
Cases:159, Providers:21
- ☒ Green, Worker (9221127) Active  
IA Case Worker (608)262-2626 [richard.ratkey@wi.gov](mailto:richard.ratkey@wi.gov) Green - Monroe , Green COUNTY Supervisor Green  
Cases:80, Providers:12
- ☐ Green Lake, Supervisor (9221181) Active  
Unit Manager [ewuat25@dhfs.state.wi.us](mailto:ewuat25@dhfs.state.wi.us) Green Lake - Courthouse , Green Lake COUNTY Bryan Tatterson

**Continue** **Close**

11. The worker selected now displays in the Additional Person(s) group box.

**Note:** Individual workers for e-mail message can also be removed by selecting the Delete hyperlink for the specific worker.

**Automated Message Distribution -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Select County**  
Select County:

**Automated Message Description**  
**Assessment found for (Provider ID):** This message is created when an assessment created from a linked CPS report involving a licensed provider is created and saved in the system and has a maltreatment determination selected other than 'pending'.

**Distribution**  
NOTE: If multiple distribution types are selected and a county worker fits into more than one of these types, the worker will not receive the same message more than once.

Distribution Type	Description	Action
<input type="text" value="All Assigned Workers"/>		<a href="#">Delete</a>
<input type="text" value="Job Class with Assignment"/>	Director - Agency Lead, SWI CPS Investigator, SWI Juvenile Worker, SWII CPS Ongoing, SWII FC Coordinator, SWII Juvenile Worker, SWIII CPS Investigator	<a href="#">Select</a> <a href="#">Delete</a>
<input type="text" value="Supervisor of Primary Assigned Worker"/>		<a href="#">Delete</a>

[Insert](#)

Distribution Types

**Additional Person(s)**

**Workers**

Worker Name	Job Class	County	Action
Worker Green	IA Case Worker	Green	<a href="#">Delete</a>

[Insert](#)

[Save](#) [Close](#)

12. Click Save and then Close to return to the Maintain Automated Message page. The e-mail message distribution has now been modified to include the additional distribution type, as well as an individual worker.